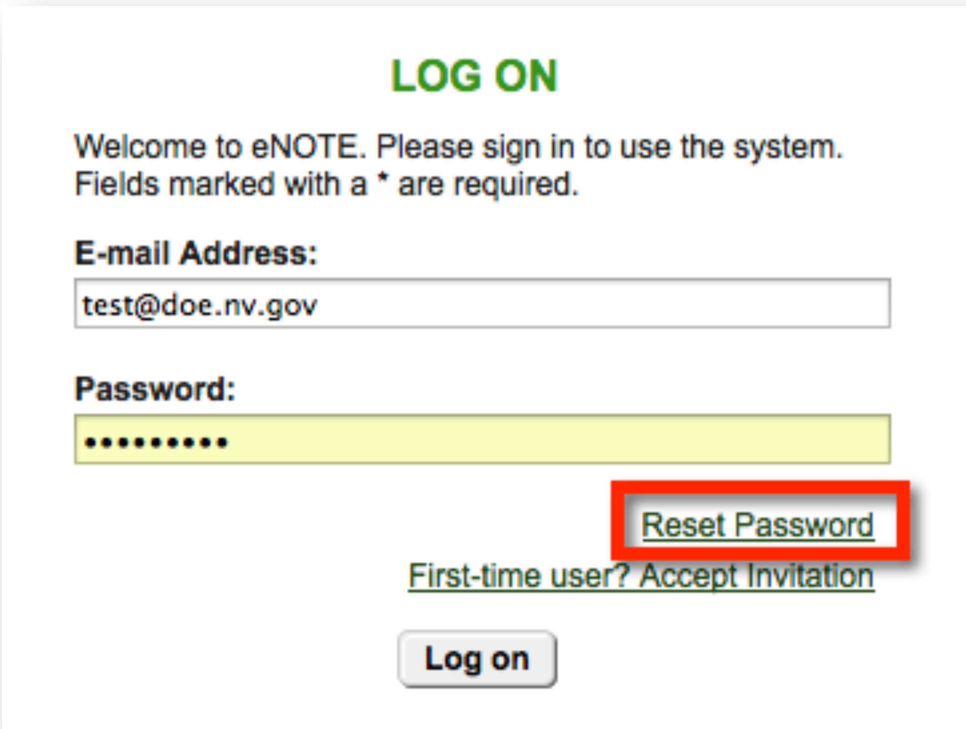
General Steps: How to Complete the Monitoring Instrument in eNote Tracker

Below are general step-by-step instructions for completing an NDE eNote Tracker Instrument. Indicators must be self-assessed, evidence uploaded and the Instrument submitted no later than one week prior to the onsite visit.

1. Log onto the eNote Tracker website:

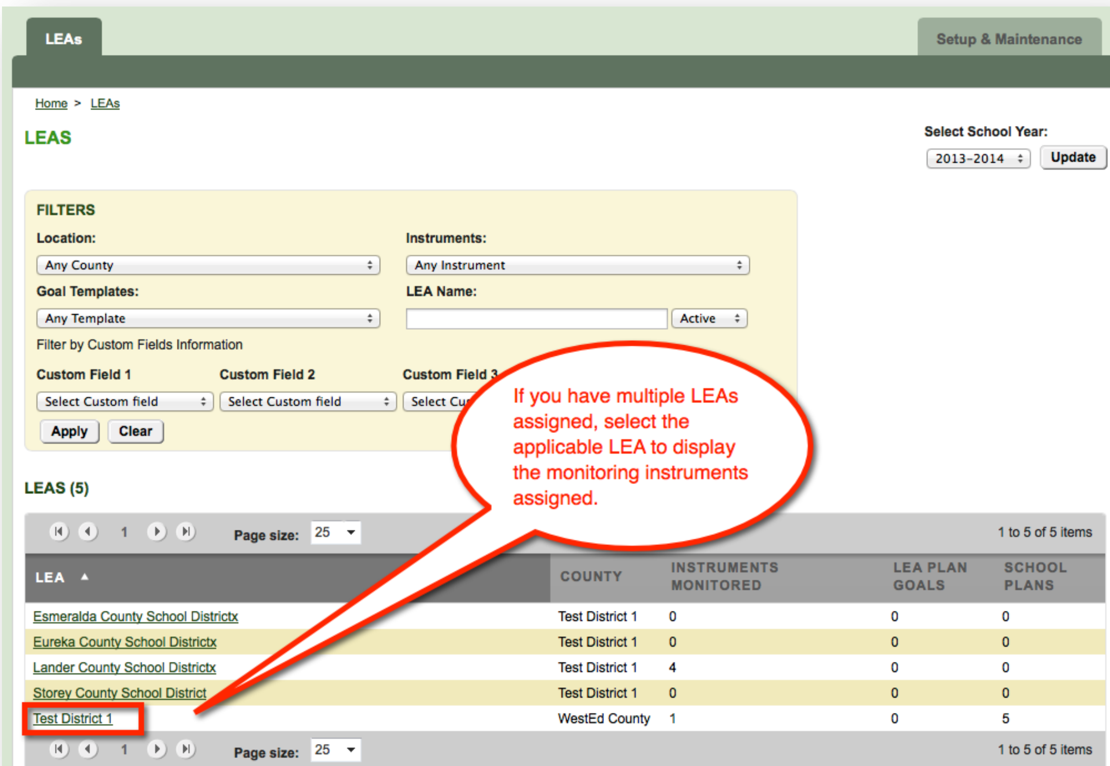


https://enote.doe.nv.gov

****If you've forgotten your password, use the password recovery tool on the Log On screen by clicking the "Reset Password" link.*

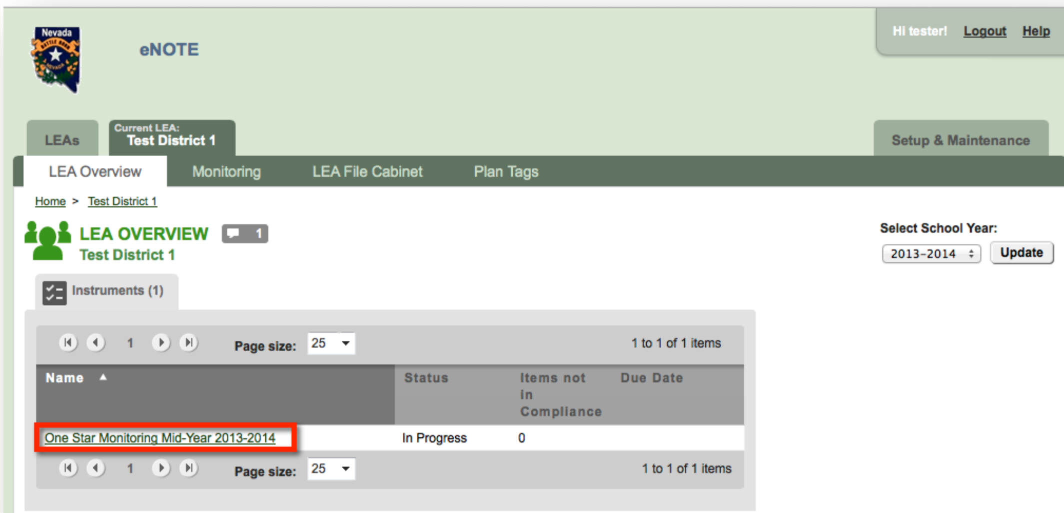
2. If you have access to a single LEA, you will go directly to the LEA Overview page when you login (see step 3). If you have access to more than one LEA, your default home page will be the LEA list (see screen shot example below).

Select an LEA to display the monitoring instruments assigned for the school year.



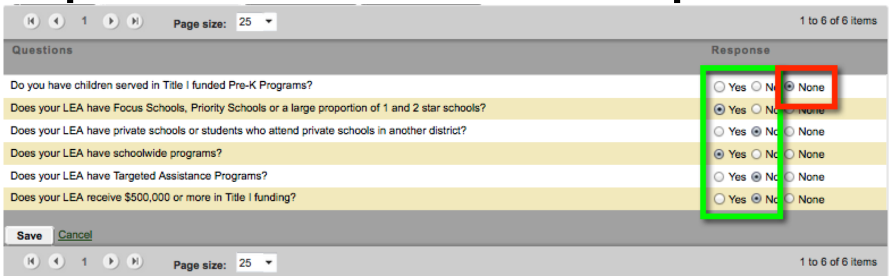
3. ***The LEA Overview page (and tab) opens.*** This page displays a status of the monitoring and plan activities for the LEA for the selected year. In this example, "Test District 1" LEA is assigned to the One Star Monitoring Mid-Year instrument, which currently shows a status of "In Progress." The instrument name reflects to what your school or district is assigned.

   Click on the instrument hyperlink to open the instrument.

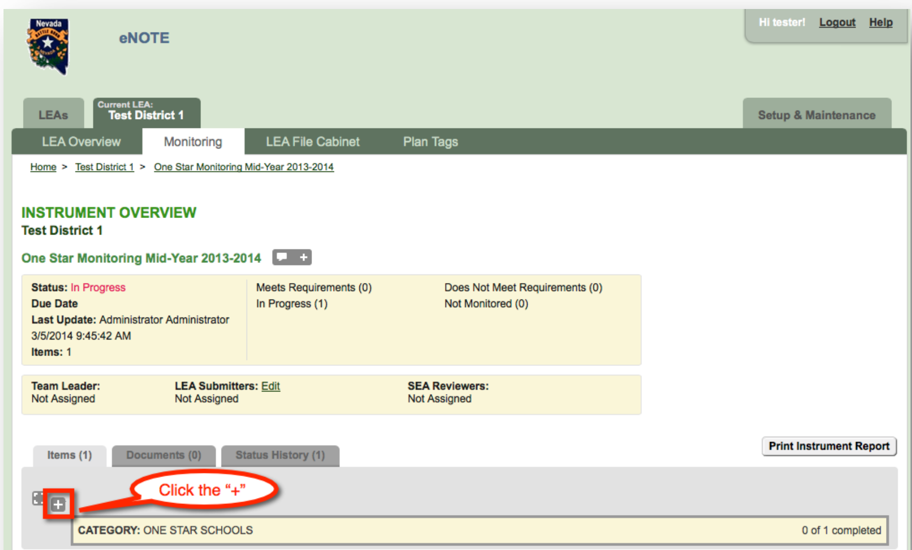


4. ***The Instrument Overview page opens.***
   This screen shows the current status of the instrument and its items, the Due Date of the instrument, as well as assigned LEA submitters and SEA reviewers. At the bottom of the page, there are tabs you can review. These tabs correspond to instrument items, criteria questions, documents submitted by the LEA, status history, resources, etc. as applicable.

If a Criteria Questions Tab is visible, you must respond with either a "Yes" or "No" response for each question identified ("None" is not an accepted response. Click the "Save" button prior to exiting.



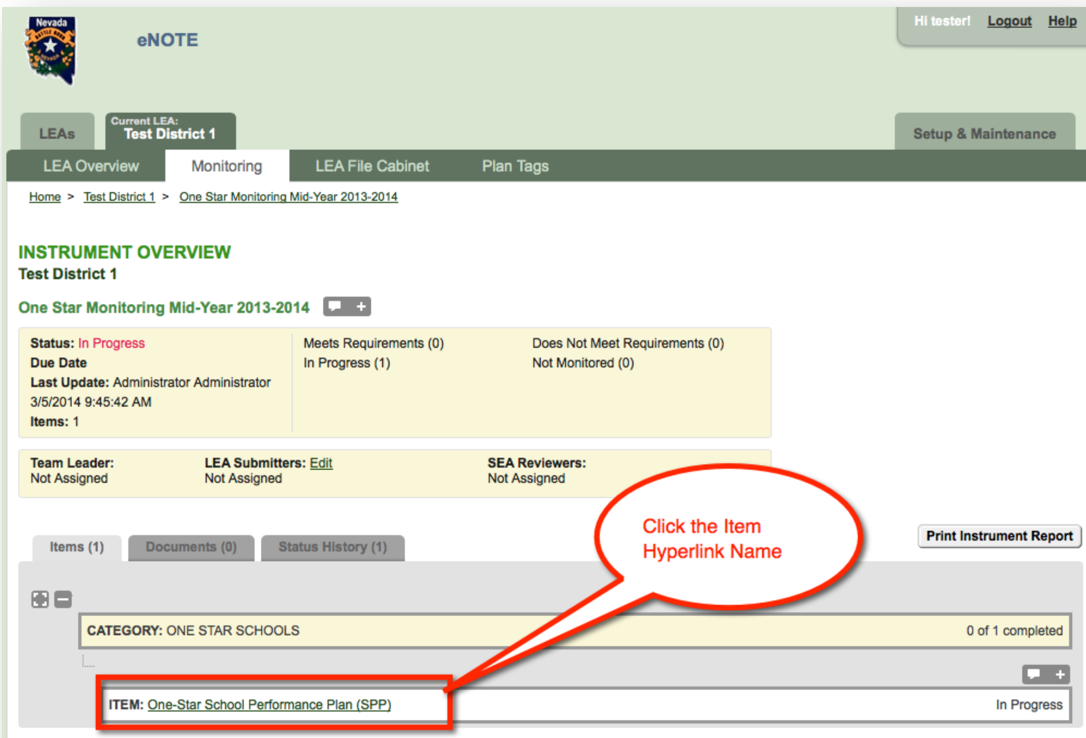
Once ALL Criteria Questions have been answered with a Yes or No response and your responses have been SAVED, the other noted Tabs (e.g. Items, Documents, etc.) should appear.



From the Items Tab, Click the Plus (+) Sign to expand the item category.

5. Once expanded, each category will list a summary of the total number of items in each category, as well as the status of each item.

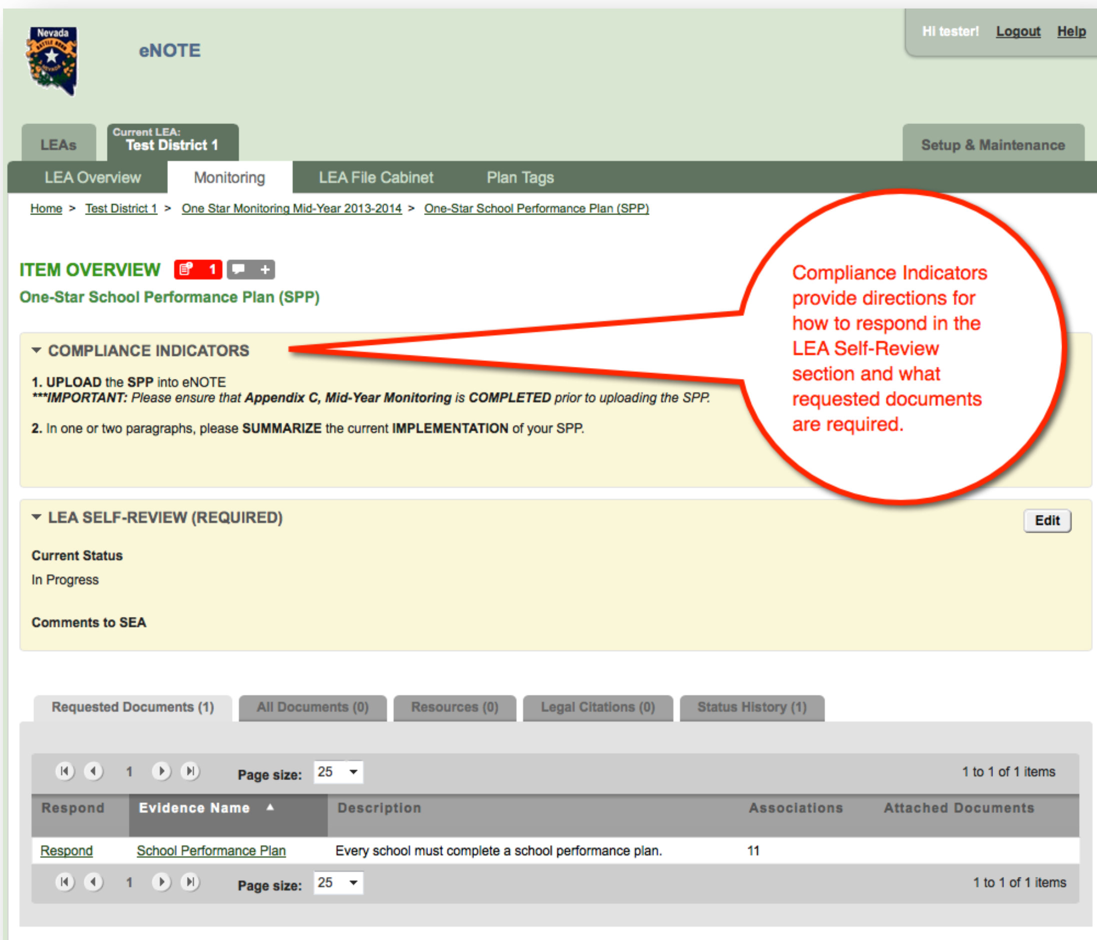
Click the Item hyperlink name (e.g. "One-Star School Performance Plan-SPP" hyperlink) to open further detail regarding the category item.



6. *The Item Response page opens.*

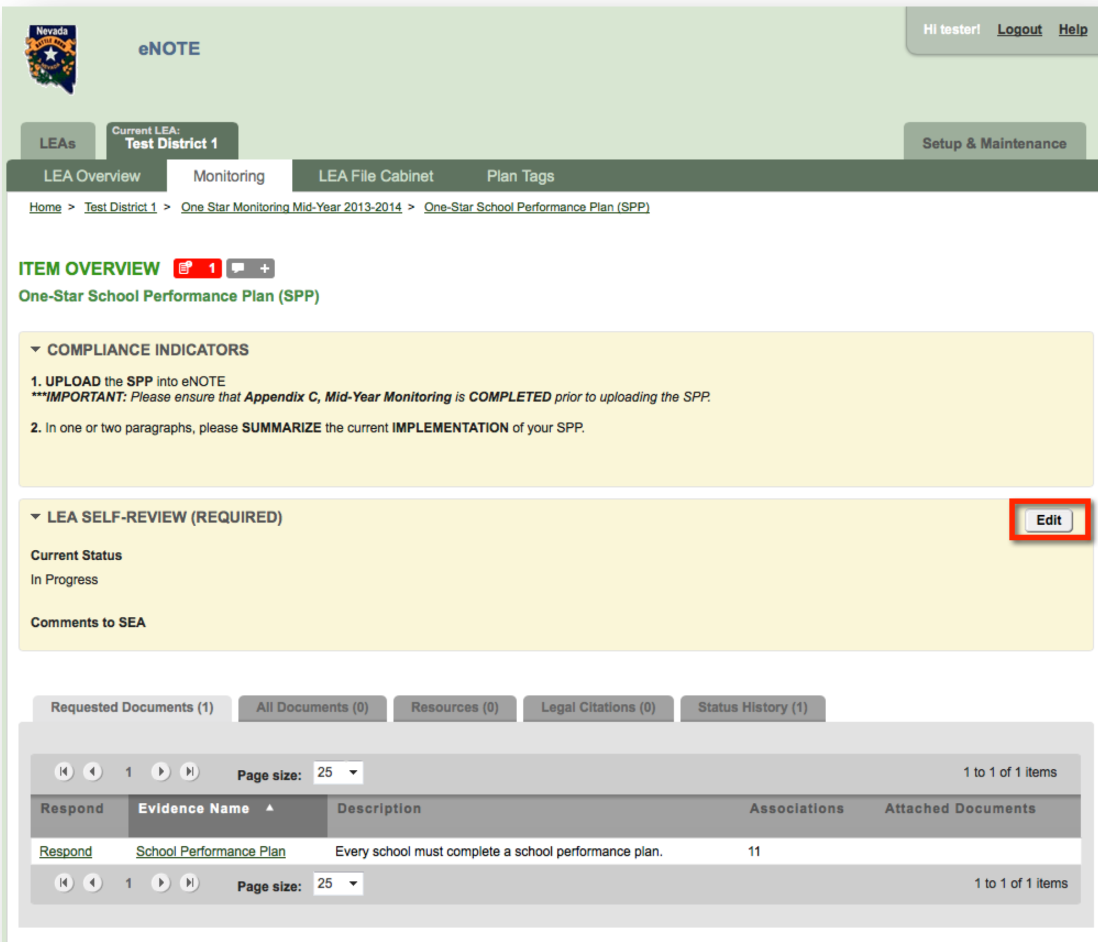
The information displayed for the Monitoring Item includes:

- **The Compliance Indicators section**-Provides information and guidance to the LEA about what is being addressed in the item
- **The LEA Self-Review section**-Appears below the State Findings. This is where the LEA adds comments to support evidence related to the monitoring item
- **The Requested Documents tab**-Displays specific evidence requests by the SEA for the monitoring item
- **The All Documents tab**- Contains and lists any documents that the LEA has uploaded for this item.



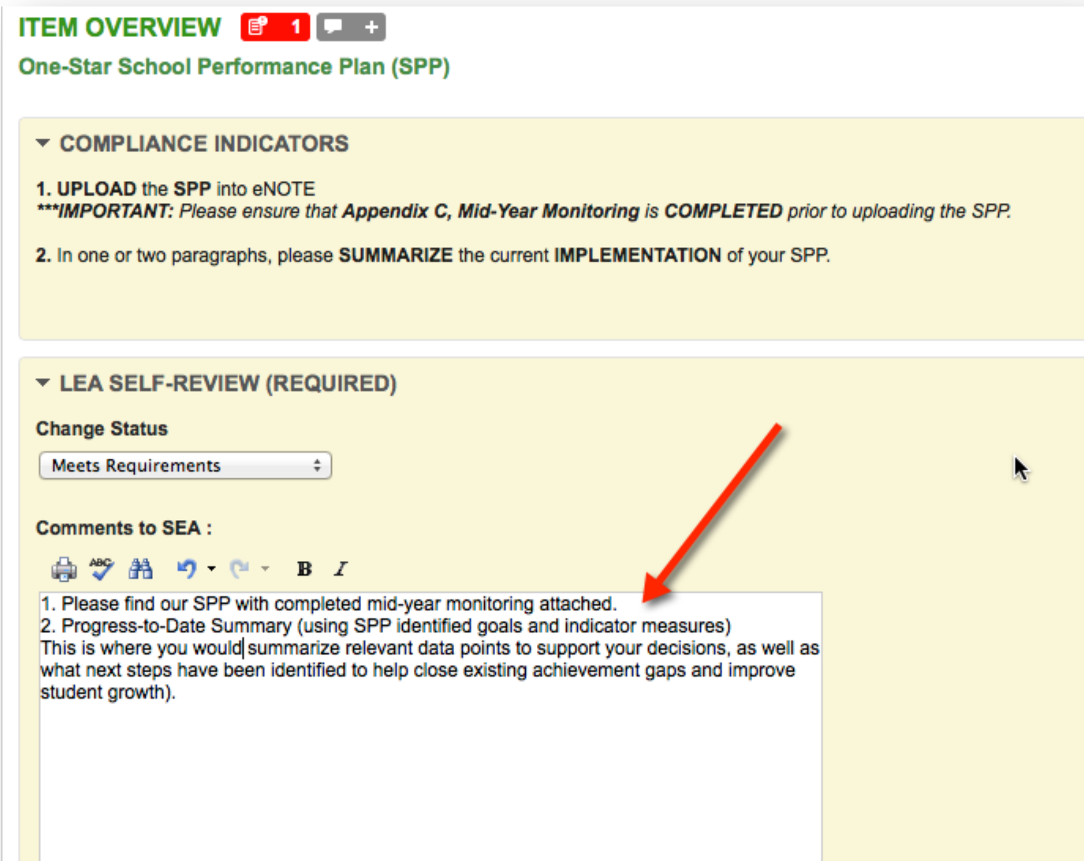
7. **Review the Compliance Indicator section for SEA guidance and requests.**

Click the Edit button on the LEA Self-Review section.



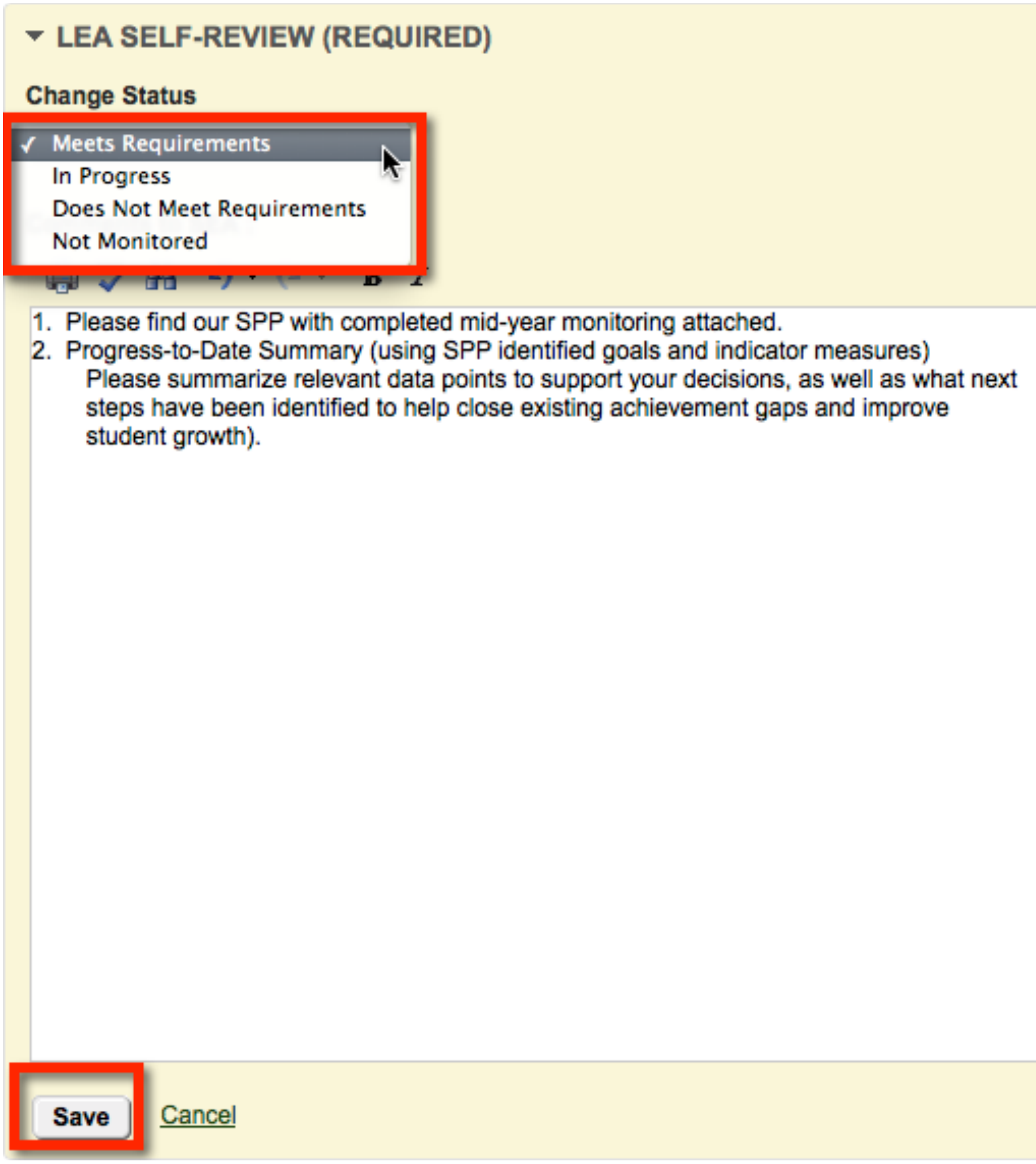
8. The Comments by LEA edit box opens.

In the LEA Self-Review comment box, type and respond as instructed by the SEA Compliance Indicator section (eg. Provide a summary of implementation of your SPP).



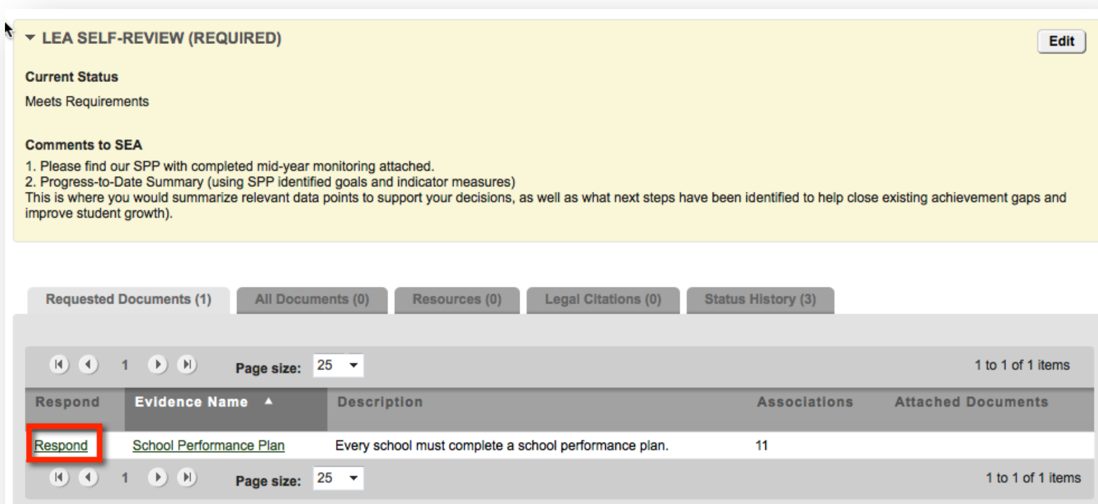
9. After you've finished the LEA-Self-Review section, complete the following 2 tasks:

- **Click the Status drop down arrow and change to "Meets Requirements"**
- **Click the Save button at the bottom of the section.**

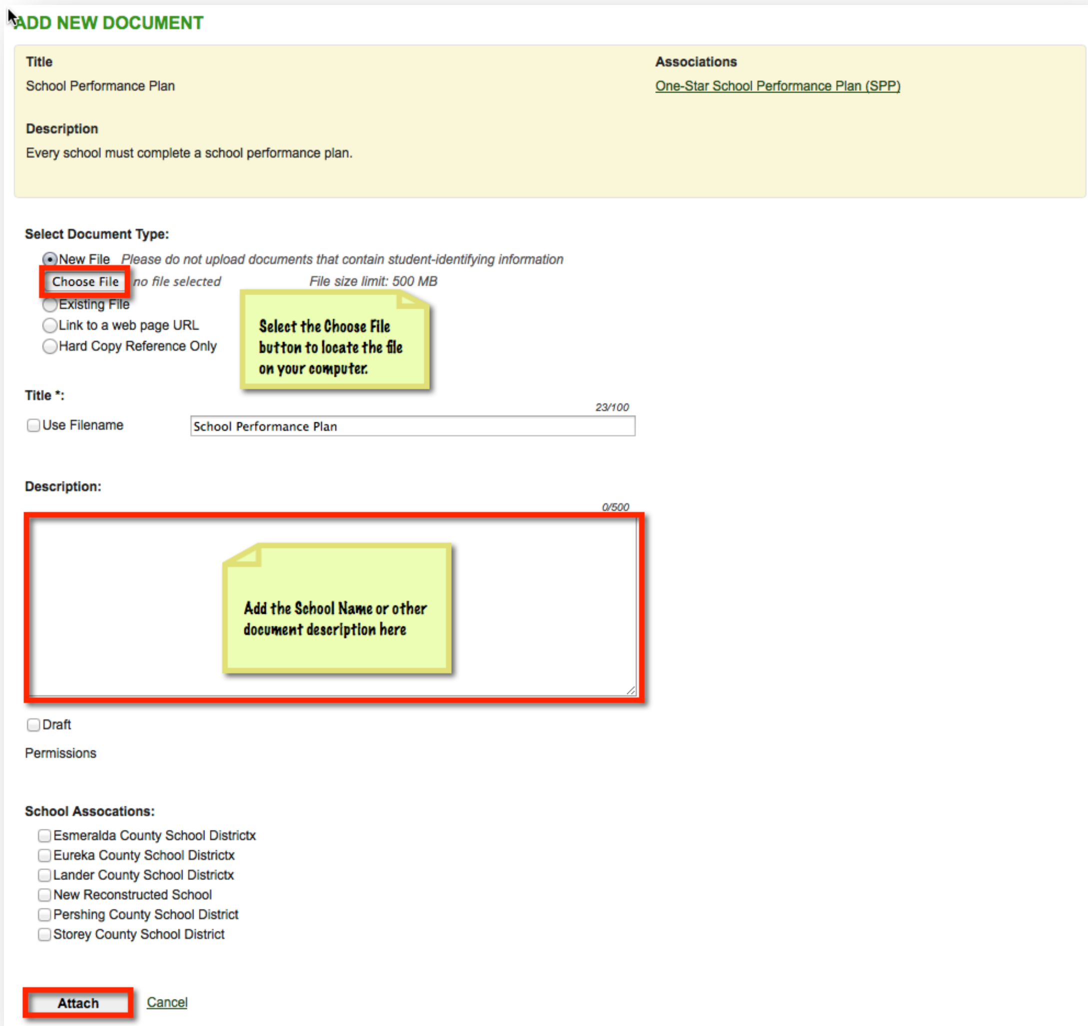


10. Navigate down to the Requested Documents tab at the bottom of the page. The LEA can add evidence requests on the Requested Documents tab and on the All Documents tab.

On the Requested Documents tab, click the "Respond" link next to the evidence request you are providing evidence for.

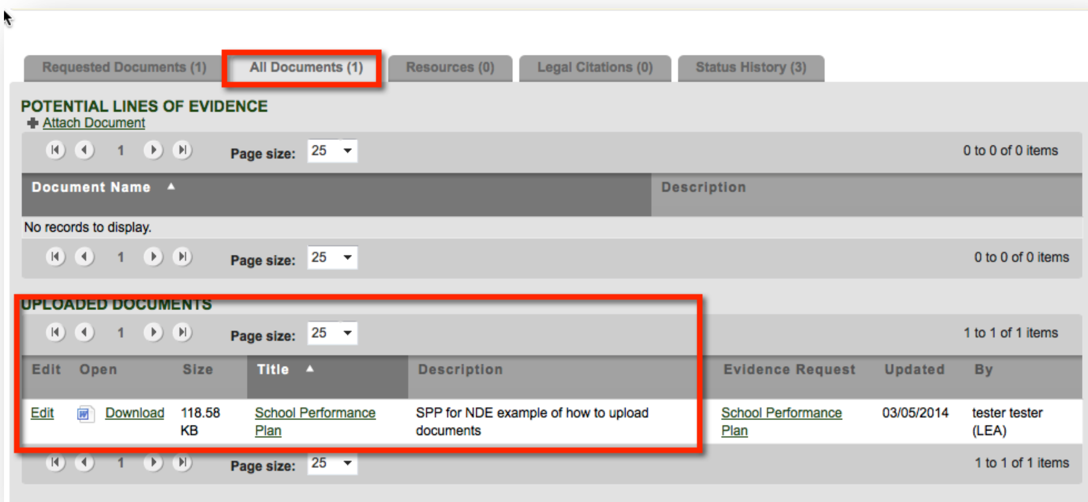


12. Click the Choose File button to browse your computer for the file to add. Provide a Title and Description. You can also check the Title default box to use the file name. Be sure to upload file types that can generally be opened on most computers (e.g. MS Office documents).



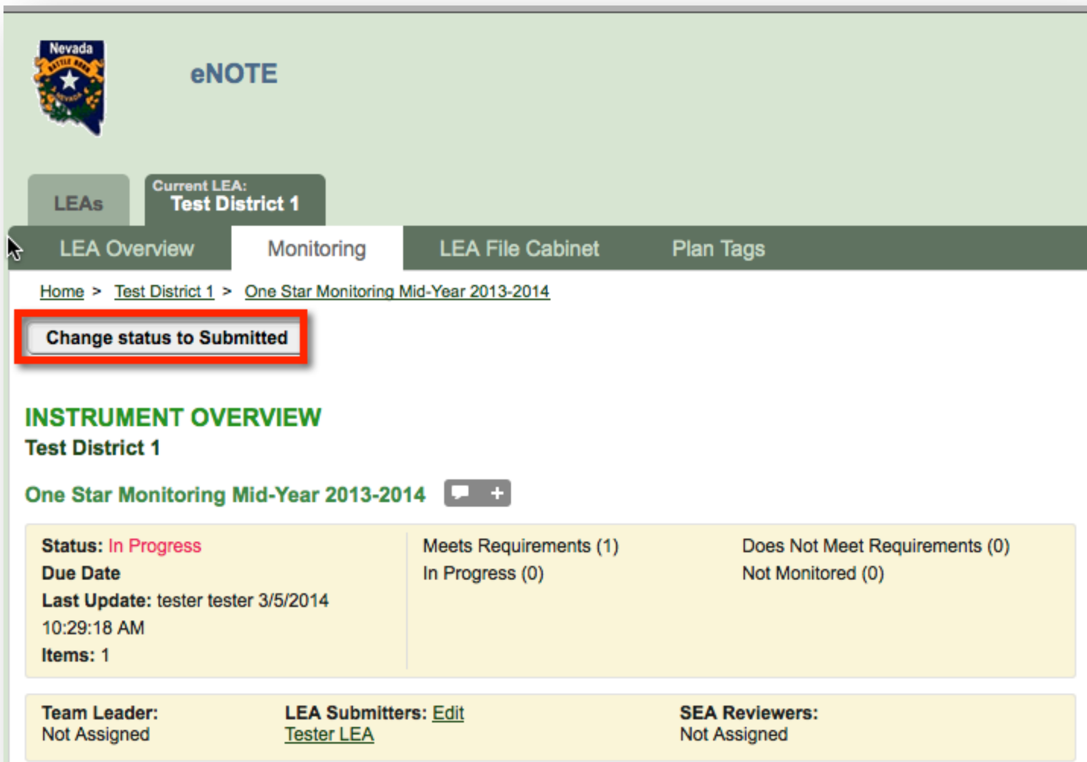
Click the "Attach" button when the file is ready to be uploaded.

13. The All Documents tab displays a list of all documents uploaded into items of the instrument. In this example, the previously uploaded SPP is now available to review.



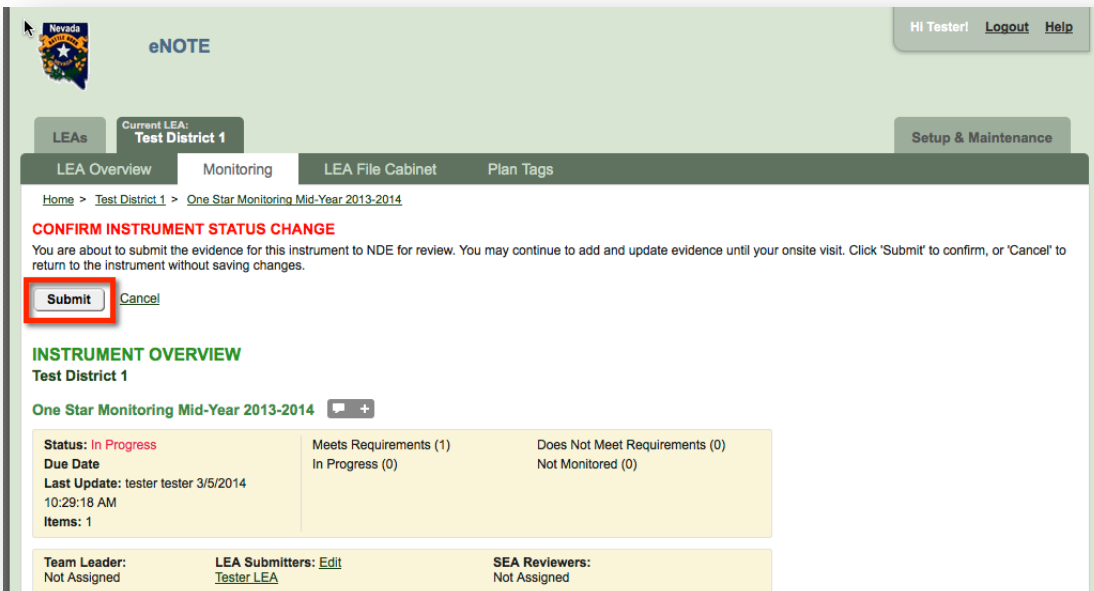
14. After uploading all evidence for the items in a particular instrument and completing the LEA self-review section, the Submitter submits the completed instrument to the SEA. LEA users who have been selected as Submitters for the instrument will see a button at the top and bottom of the Instrument Overview page, labeled Change status to Submitted.

Click the Change status to Submitted button



15. A Confirm Instrument Status Change prompt appears. Submitting the instrument indicates to the SEA that the status of the instrument is ready for review. The SEA reviewer will then change the status to "Received" to indicate that the desktop review has started.

Click the Submit button to accept the change.



***The instrument Status should now state a "Submitted" status if all steps were completed accurately.*